



FEMA

Fact Sheet

HSPD-12 Requirements for Contractors

Contractor and contractor employees working on any FEMA contract that requires unescorted access to DHS FEMA owned or controlled facilities, access to DHS FEMA information technology (IT) systems and systems' data, access to sensitive information or disaster victim information will have to meet HSPD-12 requirements. In some positions, FEMA may require a background investigation at the same level as the FEMA federal employees in the same or similar position.

- All new contractor staff must have a current background investigation at FEMA or another federal agency where they may have worked previously.
 - Personnel Security requires the contractor's full name, DOB, and full SSN in order to confirm the current investigation submitted to Personnel Security on a Visit Authorization Request/Letter.
 - Prior investigation must be current, available, and to the correct level.
 - There can not be a break in federal service or on a federal contract longer than a two year period.
 - Reciprocity must be used whenever possible.
- If no prior investigation available Contractor requires an FBI fingerprint check by FEMA Personnel Security or approved location and

determination of the appropriate type of background investigation.

Type of Background Investigation Required for Public Trust level positions

- **Low Risk** – Short term, less than 180 days requires a favorably adjudicated FBI fingerprint check by the FEMA Personnel Security Branch.
- **Moderate Risk** – For period of work on a FEMA contract for longer than 180 days requires a NACI and Credit or higher level of investigation. Employee may begin work after a favorable FBI fingerprint check.
- **High Risk** – For work on a FEMA contract for any period of time in the following list of positions requires a BI or higher level of investigation.

List of Common High Risk Positions

Accountable Property Officer
Accountant
Accounting Officer
Attorney
Branch Chief
Budget Analyst
Budget Officer

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Certifying Technician/Officer
Computer Specialist/Officer
Contracting Officer
Contracting Specialist
Contracting Officer Technical Representative (COTR)
DISC Manager
Finance/Admin Branch Chief
Financial Management Specialist
Funds Control Technician
Information Technology (IT) Specialist
Logistics Management Specialist
Logistics Specialist
Logistics/IT Branch Chief
Manager, Chief Financial Officer (CFO) Field Support Teams
Network Technician/Specialist
Section Chief
Security Specialist (Physical, Personnel)
Senior Computer Specialist
Supervisory Logistics Management Specialist

- Contractors for Classified contracts are vetted through Personnel Security for the appropriate background investigation and or clearance.
- Questions may be directed to the Personnel Security Branch Customer Service Office at 202-646-3790
- Tinell K. Pratt, Acting Branch Chief
202-646-3927
- Kenneth Garner, Deputy Chief Security Officer,
202-646-2035

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